

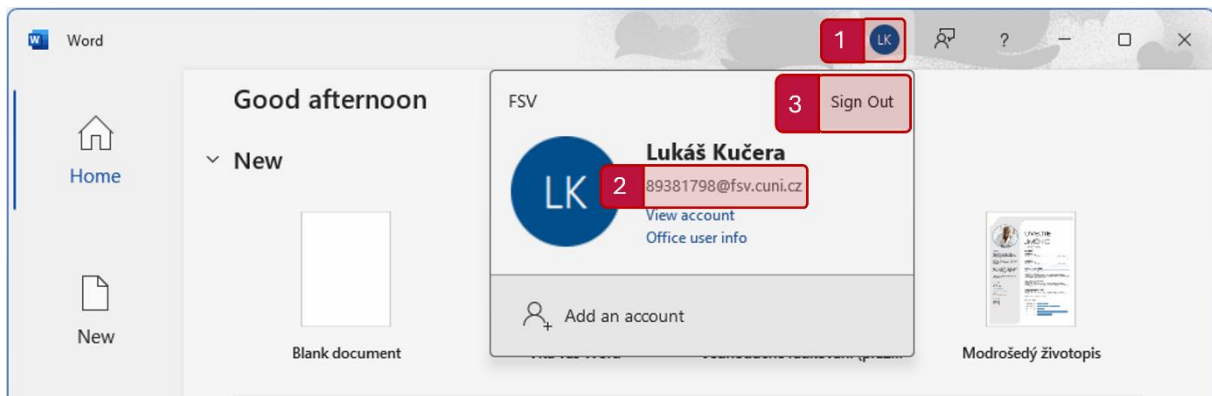
Instructions for Signing in to Microsoft 365 Applications with a University Account

As part of the migration of Microsoft 365 accounts to the university tenant, it is necessary for all users to sign in to MS Office applications using the new university account. The former fsv.cuni license is no longer valid.

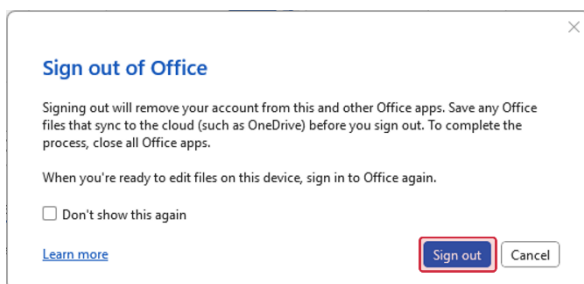
You can find the sign-in procedure in this guide. In case of any login issues, you can contact us at migrace365@fsv.cuni.cz. If you use the faculty Office license on multiple devices (home computer, MacBook, phone, iPad, etc.), you must change the user account on all devices. The Office license can still be used on up to 5 devices.

Signing out from the user fsv.cuni.cz

- Launch any MS Office application – preferably Word, Excel, or PowerPoint.
- In the top right corner of the window, click the icon of the signed-in user (1). An information window will open showing under which user account the Office license is currently signed in (2).
- If it shows your UKCO@fsv.cuni.cz click **Sign Out** (3).



Confirm the sign-out of the current Office user.

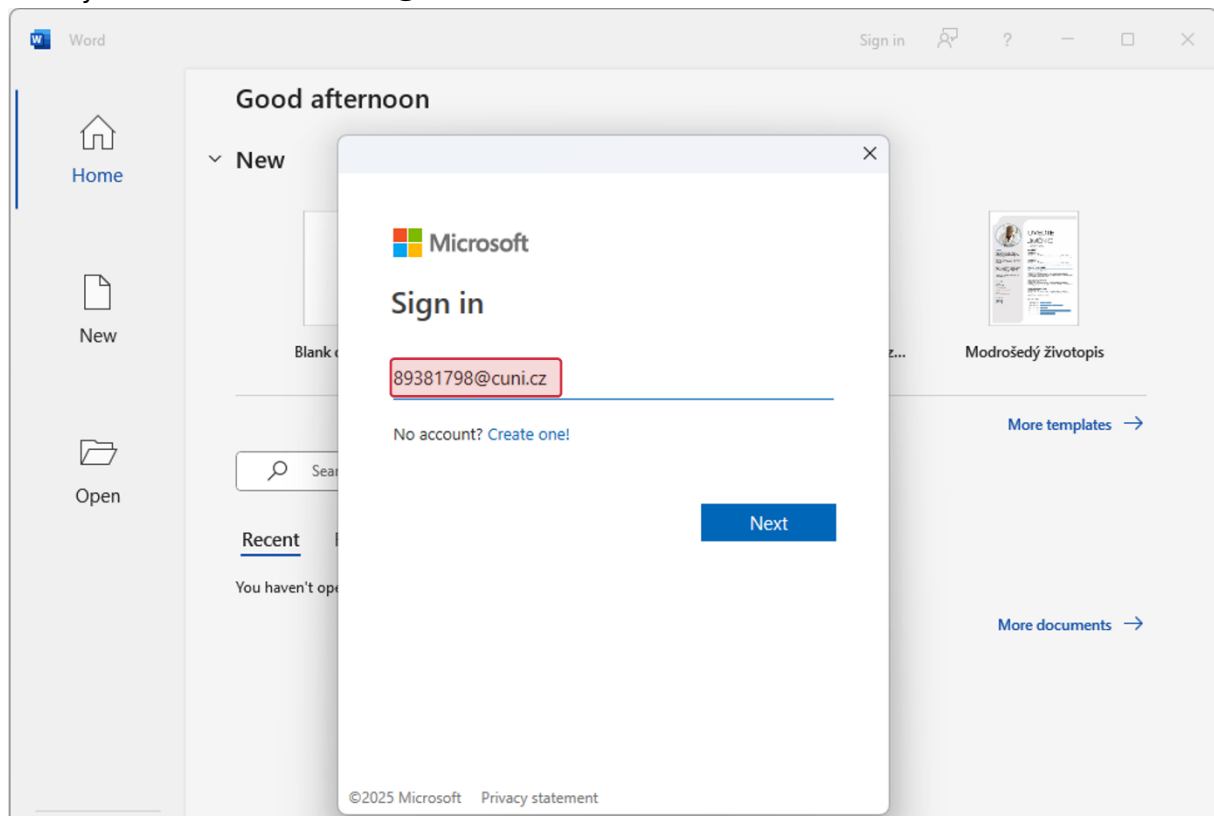


Signing in with the user cuni.cz

After successfully signing out, click the **Sign In** button again in the top right corner.

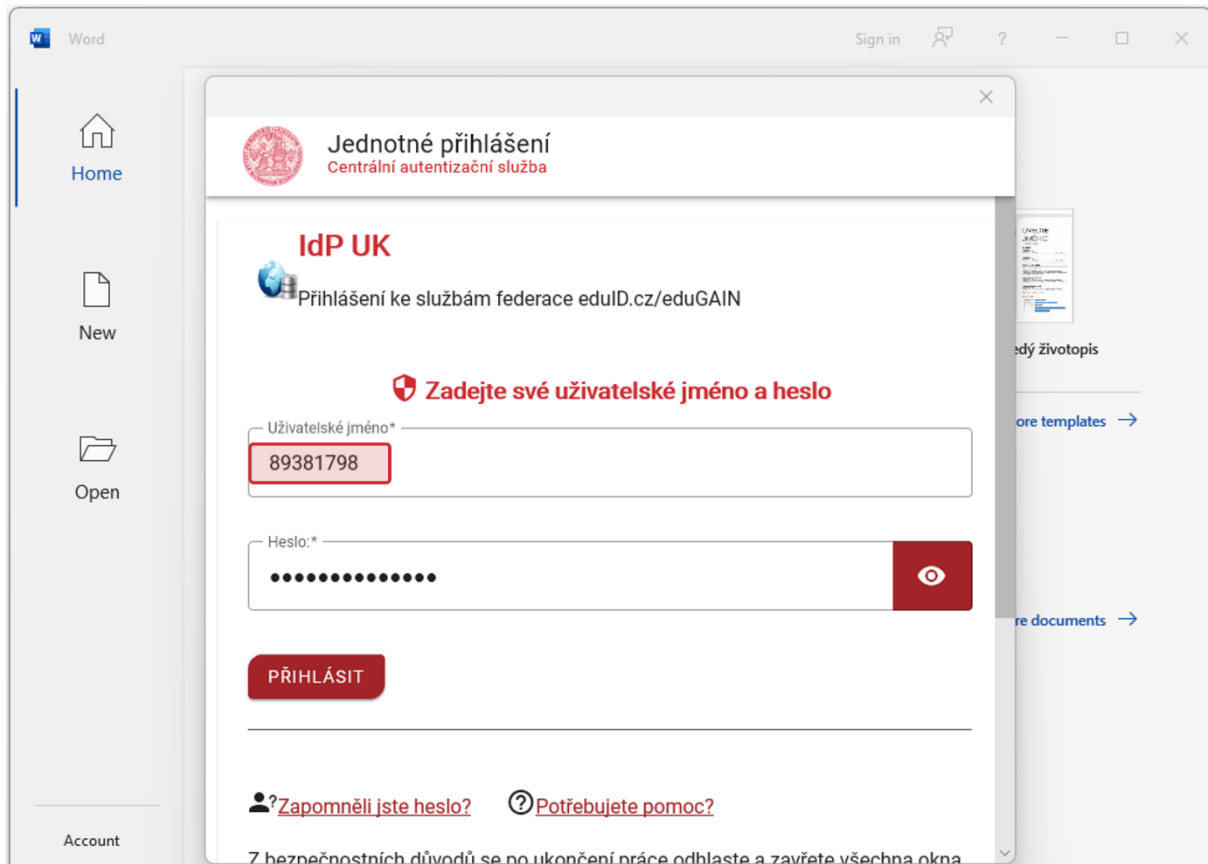


Enter your user account UKCO@cuni.cz.

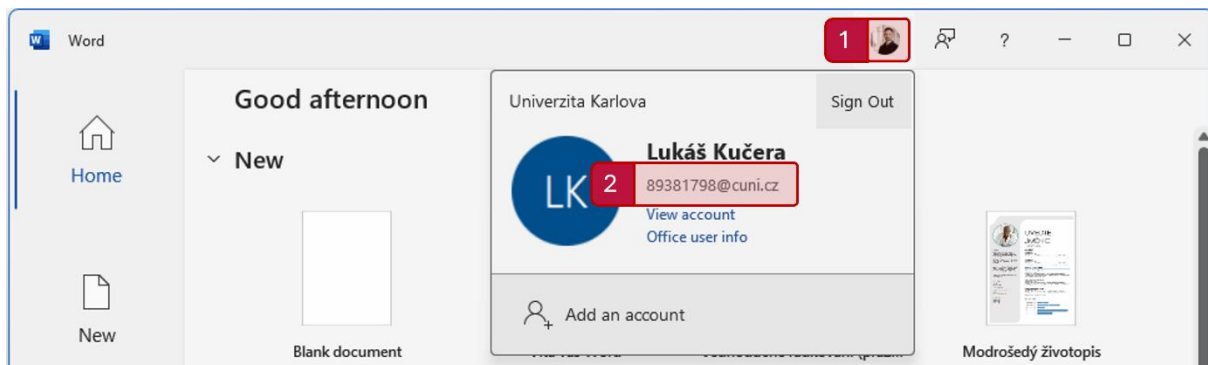


You will automatically be redirected to the single sign-on screen.

- Enter your **UKCO** (without @cuni.cz)
- Enter your **password** - the password is the same as the one you use to log into your computer or, for example, into CAS.
- Click **Sign In**.



MS Office will now be signed in with your cuni license. You can verify the signed-in user again in the top right corner (1). Under your name, you should now see your account UKCO@cuni.cz (2).



The newly signed-in user will automatically update in Excel and PowerPoint as well. In Teams and OneNote, you must sign in separately. The procedure is the same as above.

Setting up Forwarding from the University Address

UKCO@o365.cuni.cz

In the central university M365 environment, every employee and student of Charles University has an email identity created under their UK account (UKCO@o365.cuni.cz).

As part of signing into Microsoft 365 applications with the new account, it is recommended to set up forwarding from this university address to your email address UKCO@fsv.cuni.cz

Instructions for setting up forwarding can be found on the FSV intranet page:

<https://fsv.cuni.cz/pro-zamestnance/it-oddeleni/pouzivani-univerzitnich-zamestnaneckych-studentskych-emailu>